

Statement of Work

Background and Purpose

The American Housing Survey (AHS) is the basis for housing research conducted by Congress, Federal agencies, state and local governments, businesses, and academia. Using the data gleaned from the AHS, these users have completed numerous research projects benefiting all areas of the housing community. But these researchers have only scratched the surface. Over and above all these activities, there is a need for more research and analysis that can only be accomplished by focusing on internal Census Bureau files. Further, work must be done by one or more analysts who have an extensive background in housing economics, microeconomics, statistical analysis and econometrics. The purpose of this contract proposal is to obtain resources that are not available internally to conduct research in those areas for which only Census Bureau internal files are sufficient. The final product of this research will be a series of short topical reports on housing policy issues.

I. Statement of Work

The purpose of this project is to expand work already done by both Census Bureau and non-Census Bureau researchers. Not only can many of the analyses be conducted on cross-sectional data, but because of the longitudinal nature of the AHS the project, can also include analyses over time. The ultimate goal is to use these internal files to:

- respond to policy requests from Congress, the Department of Housing and Urban Development (HUD) and other federal agencies requiring sophisticated housing economic analysis;
- conduct modeling and scenario testing to determine effects of current federal actions and to aid in formulating policy and to propose legislation;
- evaluate housing policy using the most recent AHS data as well as data from earlier AHS enumerations;
- prepare reports on topics of national concern, such as assisted housing, elderly and handicapped housing, immigrant housing, and first time homeowners.

A typical report shall be brief, about 2 to 10 pages and have the following components:

- Background statement
- Statement of work
- Previous findings
- Current analysis — model, data
- Results and policy implications

At present the following topics are to be explored during the task:

- ‘State of the Cities’ analysis support — This is an annual report prepared by HUD. Specific topics will be developed as part of the annual planning for this report.
- Evaluation and assessment of housing and urban development new legislative initiatives.

Each year the HUD initiates proposals for new programs. The specific items are developed as part of the legislative cycle.

- Assessments of housing costs — HUD regularly requires analysis of shelter costs — levels, components, and changes over time.
- Assess Public Housing costs versus values — Assessment and development of Hedonic rent and value functions. This type of econometric analysis of rents and housing values is an integral part of housing policy analysis and such, functions and their estimated parameters must be updated on a regular basis. Use Hedonic rent functions, AHS assisted housing file and HUD administrative records to assess the efficacy of conventional Public Housing.
- Homeownership analysis — HUD is committed to increasing the homeownership of American families. This analysis will use the AHS files.
- Collection of mortgage information — Review and assess the existing mortgage module and determine consistency with HUD needs, adherence to data collection conventions and reducing respondent burden.

The analysis will be conducted via SAS, SPSS, and other statistical packages currently available.

II. Products

Products will include the following:

1. Meeting to develop requirements.
2. Work plan and schedule.
3. List of topics to be researched.
4. Outline of each proposed deliverable.
5. Draft of deliverable.
6. Final products. Any product that is a microdata file will be delivered to the Census Bureau prior to public release. Any product intended for public release that uses internal Census Bureau files for generation must be reviewed to prevent disclosure of confidential information and cannot be shared with anyone not an employee (or SSS) until that occurs.

III. Schedule

1. Meeting between the Census Bureau and contractor to develop requirements within one week of award date.
2. Contractor shall deliver final work plan including list of topics within three weeks of award date.
3. Contractor shall provide an outline of first proposed deliverable within six weeks of award date. For each subsequent deliverable, the contractor shall provide the outline within three weeks of completing the previous deliverable.
4. Contractor shall provide draft version of work within two months of outline (Step 3).
5. Contractor shall provide completed version of product within one month of draft (Step 4).

IV. Staffing

The contractor will provide the name and credentials of the task manager. That person should be thoroughly familiar and proficient on matters relating to AHS and statistical analysis techniques. The staff person assigned to this task order shall be continuously available during the period of the performance of this task order. The person should hold an advanced degree in Economics and have approximately ten years experience conducting research on housing policy, elderly housing, reverse mortgages, housing modifications, hedonic price indices, and other housing related research. Contractor personnel will not be granted access to certain material until the personnel have undergone the normal security check, which includes fingerprinting, conducted by the Bureau of the census, been cleared by the Bureau's Office of security, and been sworn in as Special Sworn Status (SSS). Individuals with SSS are subject to the same penalties as regular Census employees should they disclose data that are identified under law as confidential.

V. Government Furnished Materials

The Census Bureau will provide all internal files needed to perform relevant activities. It will also provide working space, a computer, and supplies. Technical staff will be available when necessary.

VI. Performance Measures

Completed reports on agreed upon topics will be the final performance measure. These reports shall be prepared using standard word processing software; i.e., Microsoft Word. Copies of data bases shall also be submitted in SAS (statistical Analysis System) formats. Each deliverable (draft and final) will be reviewed for use of standard English, use of appropriate and acceptable statistical and econometric techniques, and proper use of economics (general, housing and urban.)